



**STATE OF CALIFORNIA  
Department of Transportation**

**REQUEST FOR QUALIFICATIONS NOTICE**

**NUMBER 06A0852**

**Note:** Address all questions concerning the Request for Qualifications (RFQ) in writing to the attention of Tammy R. Thomas at Tammy\_R\_Thomas@dot.ca.gov. You may also reach the analyst by telephone at (916) 227-0221. Consultants contacting the District or Division directly seeking information about the RFQ may jeopardize the integrity of the selection process and risk possible disqualification.

**Read carefully, this document has been revised as of 9/21/04.**

**I. GENERAL INFORMATION**

- A. The State of California, Department of Transportation (Department) is soliciting Statements of Qualifications (SOQs) from qualified firms that may lead to the award of a contract for On-Call Generalist Environmental services. A more detailed description of the Scope of Work can be found in Section II of this RFQ.
- B. The estimated contract amount is \$10,000,000.00 or more.
- C. The estimated contract term is five (5) years.
- D. A Disadvantaged Business Enterprise (DBE) participation goal of **17%** is required for the contract.
- E. Federal and or State prevailing wage rates may apply. This requirement, If applicable, will be specified in the draft contract.
- F. The Department does not guarantee either expressly or by implication, that any work or services will be required under any contract issued as a result of this RFQ.
- G. Post-award Audit will be performed on any contract issued as a result of this RFQ.
- H. Consultant salaries shall not exceed the actual rates in effect on the date of the California State Contract Register (CSCR) advertisement for this RFQ Notice.

## II. SCOPE OF WORK/DELIVERABLES

### A. Introduction

The Consultant shall provide professional and technical services in the preparation of Environmental Documents and Documentation (ED) and any incidental related environmental technical studies. The studies will be in support of, and part of, the required environmental documentation, for project approval, under State and Federal environmental laws and regulations (e.g. CEQA and NEPA). The ED deliverables include Environmental Impact Reports (EIR), Environmental Impact Statements (EIS), Initial Studies (IS), Environmental Assessments (EA), or Categorical Exemptions (CE) and Categorical Exclusions (CE). Additionally, the Consultant shall also provide professional and technical services for Generalist Environmental Services, Biological Services, Air Quality Studies, Water Quality Studies and "Other Services" as described in Article-B below.

### B. Description of Required Services

The Consultant shall perform environmental studies and technical services on an "On-Call" basis in the Central Region. The State's Contract Manager, through the issuance of Task Orders, will assign specific tasks to the Consultant. The reports, tasks, and/or studies listed below are listed under the Caltrans Project Delivery Standard Work Breakdown Structure (WBS) numerical codes.

#### 1. Generalist Environmental Services

Generalist services task orders may include, but are not necessarily limited to, any of the following types of reports, tasks, and/or studies:

165.05.05	Review Project Information
165.05.10	Perform Public and Agency Scoping Process
165.05.15	Select Alternatives for Further Study (assist Caltrans in the process)
165.15.20	Prepare Maps for Environmental Evaluation (assist Caltrans in the process)
<b>165.10</b>	<b>Perform General Environmental Studies</b>
165.10.05	Perform Surveys & Mapping for Environmental Studies (assist Caltrans in the process)
165.10.10	Obtain Right of Entry for Environmental Studies
165.10.15	Perform Community Impact, Land Use, and Growth Studies
<b>165.25</b>	<b>Prepare and Approve Draft Environmental Document</b>
165.25.05	Prepare Draft Environmental Document
165.25.10	Prepare Section 4(f) Evaluation
165.25.15	Prepare Categorical Exemption/Categorical Exclusion Determination
165.25.20	Conduct Environmental Quality Control & Other Reviews
165.25.25	Obtain Approval to Circulate (assist Caltrans in the process)
165.25.30	Perform Environmental Coordination
<b>175.05</b>	<b>Circulate Draft Environmental Document (DED)</b>
175.05.05	Prepare Master Distribution and Invitation Lists
175.05.10	Prepare Notices Regarding Public Hearing & Availability of DED
175.05.15	Publish and Circulate DED
175.05.20	Obtain Federal Consistency Determination (Coastal Zone) (assist Caltrans in the process)
<b>175.10</b>	<b>Prepare for and Hold Public Meetings</b>
175.10.05	Determine Need for Public Hearing Process
175.10.10	Arrange for Public Hearing Logistic

- 175.10.15 Prepare Displays for Public Hearing
- 175.10.20 Prepare and Publish Notices of Public Hearing and Availability of DED
- 175.10.25 Review Map Displays and Discuss Public Hearing
- 175.10.30 Display Public Hearing Maps
- 175.10.35 Hold Public Hearing
- 175.10.40 Prepare and Distribute Record of Public Hearing
- 175.15 Respond to Public Comments and Correspondence**
- 175.20 Select Preferred Alternative** (assist Caltrans in the process)
  
- 180.05.10 Review and Approve Project Report
- 180.10 Prepare and Approve Final Environmental Document (FED)**
- 180.10.05.05 Circulate for Review (QA/QC)
- 180.10.05.10 Revisions due to Review Comments (QA/QC)
- 180.10.05.15 Section 4(f) Evaluation
- 180.10.05.20 Findings Report (EIR only)
- 180.10.05.25 Statement of Overriding Considerations (EIR only)
- 180.10.05.30 Prepare CEQA Certification
- 180.10.05.35 Submit to FHWA and Obtain Approval (assist Caltrans in the process)
- 180.10.05.50 Finalize Section 4(f) Evaluation
- 180.10.05.55 Prepare Floodplain Only Practicable Alternative Finding
- 180.10.05.60 Prepare Wetlands Only Practicable Alternative Finding
- 180.10.05.65 Coordinate Section 404 Permit
- 180.10.05.70 Finalize Mitigation Measures
- 180.10.10 Public Distribution of FED
- 180.10.10.05 Response to Comments on the FED
- 180.15 Complete Environmental Compliance**
- 180.15.05 Prepare and Approve Record of Decision (NEPA)
- 180.15.10 Prepare and File Notice of Determination (CEQA)
  
- 205.05 Determine Required Permits**
- 205.10 Obtain Permits**
- 205.10.30 Obtain Local Agency Concurrence/Permit
- 205.10.40 Obtain Waste Discharge Permit (NPDES)
- 205.10.45 Obtain U.S. Fish and Wildlife Service Approval
- 205.10.50 Obtain Regional Water Quality Control Board Permit (401)
- 205.10.95 Obtain "Other" Permits
  
- 235.05.25 Perform Paleontology Mitigation
- 235.05.20 Perform Environmental Mitigation R/W Work
  
- 255.15 Perform Environmental Reevaluation**

## 2. **Biological Services**

Biological services task orders may include, but are not limited to, any of the following types of reports, tasks, and/or biological studies:

- 165.10.65 Perform Paleontology Study
- 165.15 Perform Biological Studies**
- 165.15.05 Perform Biological Assessment
- 165.15.10 Perform Wetlands Study
- 165.15.15 Perform Resource Agency Permit Related Coordination
- 165.15.20 Prepare Natural Environmental Study

180.10.05.45 Conduct Section 7 Consultation (assist Caltrans in the process)

205.10.05 Obtain U.S. Corps of Engineers Permit (404)

205.10.15 Obtain U.S. Coast Guard Permit

205.10.20 Obtain Department of Fish & Game Permit (1601/1603)

205.10.25 Obtain Coastal Development Permit

235.05.15 Perform Biological Mitigation

### **3. Air Quality Studies**

Air and water services task orders may include the following types of reports, tasks, and/or studies:

165.10.30 Perform Air Quality studies

### **4. Other Services**

Other services task orders may include the following types of reports, tasks, and/or studies:

165.10.20 Perform Visual Impact Analysis

165.10.55 Prepare Draft Right of Way Relocation Impact Document

**The following services are incidental to the preparation of the ED or reports outlined in Section A above.**

### **5. Cultural Services (Incidental)**

Consultant's staff involved in cultural resources investigations must meet appropriate minimum

qualifications as defined in the Caltrans Environmental Handbook, Volume II

(<http://www.dot.ca.gov/ser/envhand.htm>) and Secretary of Interior's Standards and Guidelines for Archaeology and Historic Preservation (Federal Register, Vol. 48, No. 190, September 23, 1983).

The Consultant shall provide incidental cultural services up to Extended Phase I (i.e. consultant shall not conduct Phase II activities). Studies requiring Phase II studies, and beyond, will be provided through other existing Cultural Services contracts.

All cultural tasks assigned shall conform to requirements found in the Section 106 Caltrans/FHWA Programmatic Agreement. Cultural services task orders may include the following types of reports, tasks, and/or studies.

165.20.05 Perform Archaeological Survey

165.20.05.05 Prepare Area of Potential Effect (APE)/Study Area Map (assist Caltrans in the process)

165.20.05.10 & 165.20.10.05 Conduct Native American Consultation\*

165.20.05.15 Perform Records and Literature Search

165.20.05.20 Conduct Field Survey

165.20.05.25 Prepare Archaeological Survey Report (ASR)

#### **165.20.10 Perform Extended Phase I Archeological Studies**

165.20.10.10 Prepare Phase 1 Proposal

165.20.10.15 Conduct Field Investigation

165.20.10.20 Analyze Materials

165.20.10.25 Prepare Report

165.20.20.05 Prepare Preliminary Area of Potential Effects (Federal)/Study Area Maps (State only) for Architecture

165.20.20.10 Prepare Historic Resources Evaluation Report - Archaeology

165.20.20.15 Prepare Historic Resources Evaluation Report - Architecture

165.20.20.20 Prepare Bridge Evaluation

180.10.05.40 Section 106 Consultation and Memorandum of Agreement (assist Caltrans in the process)

\*The Consultant may also be directed by Caltrans to contact appropriate Native American groups to identify concerns about resources within a project area. Caltrans is responsible for ensuring that appropriate consultation occurs.

**6. Hazardous Waste Services (Incidental)**

Hazardous waste services task orders may include Initial Site Assessments:

165.10.50 Perform Preliminary Site Investigation for Hazardous Waste

Hazardous waste services beyond an Initial Site Assessment shall be provided through Caltrans.

**7. Noise Studies (Incidental)**

165.10.25 Perform Basic Noise studies (e.g. Traffic Noise Impact Screening Procedure as defined in the October 1988 Technical Noise Supplement (TeNS)).

**8. Water Quality Studies (Incidental)**

165.10.35 Water quality studies (Perform all activities related to water quality impact analysis **for use in the ED**, and prepare a technical report documenting study results. Other services and activities associated with compliance to Caltrans' existing storm water quality permit (NPDES) are to be provided through other existing contracts).

**9. Other Incidental Services**

165.10.45 Prepare Summary of Geotechnical Report

165.10.60 Prepare Location Hydraulic/Floodplain Study Report

**C. Location and Purpose of Work**

1. The Consultant's services may be performed in Caltrans' Central Region Counties as follows: Alpine, Amador, Calaveras, Fresno, Inyo, Kern, Kings, Madera Mariposa, Merced, Mono, Monterey, San Benito, San Joaquin, San Luis Obispo, Santa Barbara, Santa Cruz, Stanislaus, Tulare, and Tuolumne. Occasionally, it may be necessary for a Central Region project to extend into another District/County line. In such instances, the project work shall not extend more than a 10-mile radius from the Central Region boundary. The project location, limits, and the scope of work to be performed will be described in each task order.
2. The purpose of these services is to support the development and construction of the State transportation system. Consultant's services work will be in support of and may be part of the required documentation for project approval under State and Federal environmental laws and regulations.

**D. General Requirements**

1. Consultant shall carry out instructions as received from the State's Contract Manager or designee(s) and shall cooperate with the State, FHWA, and any other consultants working on the project.
2. Consultant shall maintain a complete project file for each Task Order performed under the contract. The project filing system shall conform to the Caltrans standard filing system and electronic files shall be consistent with the current software type and version used by the State. The files shall be made available to the State's Contract Manager or designees during normal work hours and shall be transferred to the State upon completion of work under the Task Order.

3. State will retain responsibility for all final consultation, both informal and formal, with local, state and federal agencies regarding any regulatory issues. The Consultant shall assist State in such consultation as specified in each Task Order and as directed by the State's Contract Manager.
4. Consultant shall assist State in obtaining necessary approvals and permits. Consultant shall identify all necessary approvals and permits, prepare signature-ready permit applications, and track the status of permit applications, as specified in each Task Order.
5. All cultural resource studies carried out under this contract must be conducted by or under the direct supervision of individuals who meet the Secretary of the Interior's Professional Qualifications Standards for the relevant field of study.
6. State shall be responsible for contacting appropriate Native American groups to identify concerns about resources within the project area. State shall coordinate with the appropriate Native American group if the project is on reservation land. Unless otherwise specified in the Task Order, the Consultant will arrange and pay for a Native American Monitor, as appropriate.
7. Biological staff shall have the ability to survey, permits if required, for species, including but not limited to: California red-legged frog, kit fox, blunt nosed leopard lizard, small mammals (k-rats), fairy shrimp, tiger salamander, vireo, willow flycatcher, listed species plant surveys, fish (including steelhead), wetlands, Santa Cruz slender salamander, and desert tortoise.
8. Paleontological surveys and studies will include: prefield research and record searches, work planning and survey team mobilization, field investigations, inventories, site mapping, photography, and report preparation.
9. In the performance of the Task Orders, all work shall be performed in conformance with all applicable occupational health and safety standards, rules and regulations established by the State of California and the U.S. Government, and safety instructions issued by Caltrans.
10. Additional standards for specific work may be included in the applicable Task Order. These additional standards supplement the standards specified herein. Document formats and templates shall conform to the Caltrans Standard Environmental Reference. Environmental documents shall be reviewed and approved under the Caltrans Central Region Environmental QA/QC process. If such additional standards conflict with the standards specified herein, the Task Order standards shall govern over the standards herein.
11. The State's Contract Manager may designate a Caltrans Project Coordinator to manage the technical aspects of the Task Order.
12. The State's Contract Manager, in cooperation with the Caltrans Project Coordinator, shall decide all questions, which may arise as to the quality or acceptability of deliverables, and work performed for this contract.

#### **E. Reports and/or Meetings**

1. The Consultant shall deliver monthly progress reports with invoices. The report should be sufficiently detailed for the Contract Manager and Caltrans Project Coordinators to determine if the Consultant is performing to expectations and is on schedule. The report will also provide communication of interim findings and to afford occasions for difficulties or special problems encountered so remedies can be developed. Separate detail shall be provided for each on-going Task Order.

2. The Consultant's Project Manager shall meet with the State's Contract Manager and project coordinator as needed to discuss progress on the project.
3. The Consultant's Project Manager and appropriate staff will participate in meetings with the affected community.
4. All products and deliverables will be provided to Caltrans in the current, Caltrans approved, electronic format using CD-ROM and hardcopy as indicated in the task order.

#### F. Period of Performance

This is a 5-year on-call contract. Task Orders will be issued and executed during the first 3 years of this contract. The remaining 2 years will allow for the completion of those executed Task Orders. Amendments to such Task Orders will be allowed during the last 2 years of the contract, but no new Task Orders will be issued during that 2-year period.

### III. SUBMISSION OF STATEMENTS OF QUALIFICATIONS (SOQs)

- A. **IMPORTANT:** Download "Statement of Qualification Submittal Instructions and General Contract Process Information" from: <http://Caltrans-opac.ca.gov/aeinfo.htm>. Failure to follow these instructions may result in rejection of your SOQs.

B. SOQ Package Submittal Requirements

1. Nine (9) copies of the SOQ containing all the indicated information shall be submitted. FAX copies will not be allowed. SOQs will be accepted until **3:00 p.m. on November 17, 2004**, and must be directed to:

State of California  
Department of Transportation  
Administration  
Division of Procurement and Contracts - MS-67  
1727 30th Street  
Sacramento, CA 95816-7006

Attention: Tammy R. Thomas

Telephone: (916) 227-0221

2. The SOQs must be submitted in a sealed package labeled as follows:
  - RFQ Number 06A0852
  - Submittal deadline **November 17, 2004, 3:00 p.m.**
  - Marked "DO NOT OPEN"
3. If your SOQ package is hand delivered, you must date and time stamp it immediately upon arrival. The date/time stamp machine is located in the lobby of the first floor to the right of the security guard station at the address noted above. Date/time stamp one of the labels provided and attach it to all SOQ packages. Ask the security guard to call the Division of Procurement and Contracts' reception desk at (916) 227-6000 to have your SOQ package picked up by Contracts' staff.

C. Request for RFQ Copies

Copies of this RFQ may be requested by contacting the State of California, Department of Transportation, Division of Procurement and Contracts, Bid Line at (916) 227-6075. You may leave a recorded message or send your FAX request to (916) 227-1950. You must include the RFQ solicitation number.